




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 05-108	PAGE NUMBER 1 of 11
		SUBJECT: INFORMATION TECHNOLOGY AND RECORDS: Detainer Processing For All Offenders	
Approved By:  Secretary of Corrections		Original Date Issued: 09-21-97	
		Current Amendment Effective: 11-13-09	
		Replaces Amendment Issued: 03-16-07	
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 01-07-11	

POLICY

Upon the receipt of a journal entry, warrant, or an official notice evidencing either an untried indictment, information, complaint, or a sentencing disposition that cannot be executed by the Secretary of Corrections, the Kansas Department of Corrections shall lodge a detainer in favor of the appropriate jurisdiction. Upon the receipt of a journal entry or a sentencing disposition regarding a sentence to be executed by the Kansas Secretary of Corrections or a warrant for the violation of release supervision conditions issued by the Kansas Secretary of Corrections, the Kansas Department of Corrections shall issue a detainer request to the appropriate jurisdiction.

It is the policy of the Department, in conformity with state law, to determine through state and federal databases the existence of warrants/wants and detainers issued for offenders being processed for release from confinement. Therefore, the procedures contained within this document shall be utilized prior to the release of an offender from confinement.

DEFINITIONS

ALERT: The Automated Law Enforcement Response Team, a computerized criminal justice information system designed to serve criminal justice agencies within the regional Kansas City metropolitan area.

ALL Message: Administrative message delivered to all KCJIS law enforcement agencies (excluding ALERT and non-law enforcement).

Case manager: A KDOC staff person who takes a comprehensive approach to post-conviction supervision of offenders to reduce risk and support reintegration by; assessment, development and implementation of strategies, programs and interventions using a case management plan. This includes unit team counselors, parole officers and reentry case managers.

CJIS: Criminal Justice Information System, a nationwide computerized information system established by the Federal Bureau of Investigation to provide a secure means of communications between law enforcement agencies. Other systems which may be accessed thru CJIS include: NCIC, ALERT, NLETS, and Kansas CJIS.

Detainer: A notice filed by the Department of Corrections acknowledging that it is in receipt of a detainer request from another jurisdiction.

Detainer Clerk: The facility records staff member designated to process detainer requests and to contact jurisdictions regarding the status and resolution of pending detainers. NOTE: The warden or designee may designate additional staff persons to contact jurisdictions about resolution of pending detainers above and beyond the Detainer Clerk.

Detainer request: A notice received from a jurisdiction having an interest in an offender by virtue of a journal entry, warrant or other official notice evidencing either an untried indictment, information, or complaint, or a sentencing disposition sent to the jurisdiction having physical custody of the offender requesting notification prior to the offender's release from custody.

Detainer Verification: Contact with a law enforcement agency that has lodged a detainer with the Department of Corrections for the purpose of confirming the existence of a detainer and to arrange necessary transportation of the offender to the jurisdiction of the lodging agency, while making an effort to resolve the detainer prior to release.

Detainer Resolution: Contact with a law enforcement agency that has lodged a detainer with the Department of Corrections, for the purpose of determining the agency's intentions regarding the detainer and to discuss options that will allow the offender to release as scheduled to an approved plan, while still satisfying the legal requirements of that agency.

Detainer Coordinator: A position in Central Office in the Facilities Management Division who serves as a liaison between KDOC and various agencies that have lodged detainers on incarcerated offenders.

Deputy Compact Administrator: The assistant to the Compact Administrator. Responsible for supervision of the Kansas Department of Corrections Interstate Compact Unit staff and for day to day operations of the unit.

Immigration and Custom Enforcement (ICE) Detainers: A judgment and commitment or untried detainer request filed by the Department of Immigration and Naturalization Services. Judgment and Commitment Detainers: A detainer request indicating there is a conviction or sentencing disposition on an offender in the Departments custody.

Kansas Administrative Message (KAM): A free text message containing any approved information that is sent to only Kansas CJIS agencies.

NCIC: National Crime Information Center, a nationwide computerized information system established as a service to all criminal justice agencies local, state and federal.

NCIC Wanted Person File: A database maintained in NCIC containing entries from law enforcement agencies on individuals for whom a felony or serious misdemeanor warrant is outstanding.

NLETS: National Law Enforcement Telecommunications System, a nationwide computerized information network established to facilitate communication between law enforcement agencies in different states.

Notification Only Detainers: A detainer request indicating a need to notify a jurisdiction of an offenders pending release from custody.

Offender: A person who is in the legal custody of the Secretary of Corrections. This term refers to both inmates and persons under post-incarceration supervision.

ORI: Originating Agency Identifier, a nine-character identifier assigned by FCI CJIS staff to an agency that has met the established qualifying criteria for ORI assignment to identify the agency in transactions on the NCIC System.

Originating authority: Authority or jurisdiction from which a detainer request originates.

Sex Predator Commitment Act Administrator: Screens all offenders to ensure that those requiring additional processing under the Sex Predator Commitment Act are properly referred to the Multidisciplinary Team.

Triple I (III): The Interstate Identification Index, a computerized file maintained in NCIC that provides personal descriptors and criminal histories of individuals who have been arrested. Source documents of all descriptors and criminal history is supported by fingerprint cards.

Untried Indictment: A detainer request informing the Department there is an untried indictment, information or complaint filed against an offender in the Departments custody.

PROCEDURES

I. Identifying Detainers at Admission

- A. When an offender enters through RDU (EDCF or TCF) designated intake staff shall identify pending warrants (or detainers), criminal and civil, from all jurisdictions, regarding the offender, including lodged and unlodged, using these strategies:
 1. Review Pre-Sentence Investigation report, Journal Entries, or other documents from the county of latest conviction that arrive with the offender.
 2. Interview the offender, using the attached Detainer Interview Guide, **[Attachment A.]**, covering at least the last ten years, to identify potential jurisdictions with warrants.
 3. Review parole and community corrections contact notes, closing summary, or other relevant portions of TOADS, if the offender has been on supervision in the community.
 4. Query and send an administrative message (KAM) to the following systems:
 - a. NCIC Wanted Filed
 - b. NCIC Triple I
 - c. KCJIS ALLL
 - d. Kansas Wanted File
 - e. NLETS ALLL
 - [1] Missouri
 - [2] Colorado
 - [3] Nebraska
 - [4] Oklahoma
 - f. Other states where it is learned that the offender might have a pending warrant

5. Contact jurisdictions identified by the offender, where no warrant was found through any electronic records check as described above, by either sending an Originating Agency Indicator (ORI) electronically, or sending a form letter to the jurisdiction, using the form letter at **Attachment B**.
- B. Enter all identified warrants (or detainers) into the detainer database in TOADS, with full information known.
- C. Make a chronological entry in TOADS stating the search was done and whether anything was found and entered in the detainer database.
- D. Determine the impact of any found warrants on the offender's custody classification.
- E. Image all hard copy documents received regarding all warrants (or detainers).
- F. Notify the offender of the pending detainers using **Attachment C**, and record that this notification was done in the TOADS detainer screen.
- G. If the offender has 30 days or less to serve, notify the RDU Reentry Specialist at EDCF and the R3 Coordinator at TCF or designee, so they can help try to resolve the detainer or if it cannot be resolved factor it into the release plan.

II. Addressing Detainers After Admission

- A. After an offender arrives at his home facility, the facility shall continue to review information about pending warrants or detainers as described in this section.
 1. The facility Detainer Clerk or designee shall review the detainer information in the TOADS database, and determine if information is missing; if so, s/he shall follow up and obtain and enter the rest of the information on known warrants and detainers.
 - a. If there is not a hard copy of the warrant or detainer already obtained and imaged, the facility Detainer Clerk shall obtain the copy and image it.
 2. If the facility receives notice of new warrants and detainers, full information on the warrant and detainer shall be obtained, imaged and entered into the TOADS database as described in this policy.
- B. Further electronic inquiry as described at Section I.A. above shall be done to determine if there are new warrants and detainers:
 1. Before a custody change to minimum custody;
 - a. If the inmate was removed from minimum custody status due to a disciplinary conviction and is subsequently being returned, a check need not be conducted if one has been run in the past 12 months.
 2. Before placement in work release or private industry;
 3. 16 months pre-release if no inquiry has been done in the last 12 months;
 4. Any time facility staff receive information indicating there may be a new warrant that has been issued;

5. Six [6] months pre-release using the language and process at **Attachment D**.
6. 2 weeks pre-release at the same time notification of release is being made, using the language and process at **Attachment E**.

III. Resolution of Detainers

- A. All staff working on a case has responsibility to participate in the effort to resolve pending warrants and detainers when it is appropriate and possible to do so.
- B. In order to ensure quality and avoid overwhelming the various jurisdictions with calls about detainers, the warden or his/her designee shall designate the person(s) who, beyond the Detainer Clerk are authorized to contact jurisdictions to resolve pending warrants and detainers.
- C. When a unit team counselor receives a new case, s/he shall review the information in TOADS to determine if there are pending unresolved warrants and detainers.
- D. When a unit team counselor receives a new case, s/he shall review detainer information in TOADS and follow up. This includes interviewing the offender about unknown warrants and detainers using Attachment A if this has not been done (or not done recently); and determining if there is additional or missing information about pending detainers. If this effort produces information of a possible additional warrant or detainer, the unit team counselor shall contact the facility Detainer Clerk and request that a check be done in the jurisdiction indicated, and the unit team counselor shall follow up on the detainer consistent with this policy.
 1. The facility Detainer Clerk shall contact the jurisdiction indicated, with the details provided from the unit team counselor, to determine if there is a pending warrant and detainer. All information learned shall be entered in the TOADS database and imaged in accordance with this policy. The offender shall be notified of the newly learned warrant and detainer in accordance with this policy.
- E. The unit team counselor assigned to the case shall take the responsibility to initiate resolution of pending warrants and detainers when appropriate and possible. This shall be considered an essential part of case management.

I.V. Withdrawal of Warrants and Cancellation of Detainer

- A. If a warrant is withdrawn and a detainer canceled, the facility shall request written verification of this fact.
- B. The facility Detainer Clerk shall enter the withdrawal and cancellation information in the TOADS database, shall make a chronological entry in TOADS of the withdrawal and cancellation, shall image the written verification, shall notify the unit team counselor, and shall notify the offender using **Attachment F**.
 1. If the withdrawal and cancellation were done with the understanding or agreement that the offender would follow up on any criminal or civil matter, this shall be expressly noted in the reentry plan so that appropriate follow up can be done.

V. Release of an Inmate to an Active Warrant and Detainer

- A. Except for Notification Only Detainers or Detainers for Sexually Violent Predator Petitions, within 30 days of the inmate's scheduled release, the facility detainer clerk shall contact the originating authority so that arrangements can be made to transport the inmate to the appropriate jurisdiction.

1. If the detainer is a Notification Only Detainer, either mail or fax a notice, **[Attachment G]**, to the originating authority. The facility detainer clerk may also follow up with a documented phone call or FAX.
2. If the detainer is for a Sexually Violent Predator Petition, when the facility is notified by the Sexually Violent Predator Petition Administrator or designee that the jurisdiction that will be taking the offender is ready for the offender to be transferred, the Detainer Clerk shall contact the Sheriff's Department of that jurisdiction to schedule pick up by the county of the offender.
 - a. If no such notification is received within five (5) working days of the inmate's scheduled release, the detainer clerk shall notify the Sex Predator Commitment Act Administrator or designee to determine the status of the pick up of the offender and make a reminder that the offender's release date is approaching.
 - (1) If neither the Sex Predator Commitment Act Administrator nor designees are available, the detainer clerk shall contact the Attorney General's Office.
- B. The detainer clerk shall log all contacts with the originating authority in the Electronic Chronological File (Contact Type – Detainer) in TOADS.
 1. Written correspondence shall be imaged under section L4: Detainers and Warrants of the electronic records system.
- C. Upon the release of an inmate identified in the detainer request, the detainer clerk shall notify the appropriate jurisdiction of the detainer cancellation, using the Detainer Canceled Notice (Attachment G), and place a copy of the notice with the detainer in the offender's master file.
 1. The facility detainer clerk shall make the necessary changes to TOADS.
- D. When it is necessary to release an inmate with detainers from multiple jurisdictions, the release shall be prioritized and notifications provided to interested agencies.
 1. The order of release shall be as follows:
 - a. When either the offender or prosecuting authority has made a request for disposition of an untried complaint, indictment, or information, the jurisdiction from which the detainer request originated shall receive preference in obtaining custody of the offender. Conflicts between multiple jurisdictions involving requests for disposition of untried complaints, indictments, or information shall be prioritized pursuant to Section III.D.1.c.
 - b. Detainers arising from a journal entry or other official notice evidencing a sentencing disposition. Conflicts between multiple jurisdictions involving sentencing dispositions shall be prioritized pursuant to Section III.D.1.c.
 - c. Detainers arising from untried complaints, indictments, or information for which a request for disposition has not been made, probation, or post-release supervision violations, and conflicts between multiple jurisdictions shall be prioritized as follows:
 - (1) Sexually Violent Predator Civil Commitment Act Detainer;
 - (2) In State Detainers;
 - (3) Federal Detainers (except ICE);

- (4) Out of State Detainers (non-Federal);
 - (5) Probation and post-release supervision violations; and,
 - (6) Federal Immigration and Customization and Enforcement (ICE) Detainers; and,
 - d. Any priority agreed to by the jurisdictions from which detainer requests have originated or a priority established by the Kansas Detainer Compact Administrator shall supersede the priorities established by this IMPP.
- 2. All jurisdictions which have filed a detainer request shall be notified of the inmate's release.
 - a. A list of all remaining known detainers from other jurisdictions shall be forwarded to the jurisdiction to which the inmate is released.
- 3. When releasing an inmate to the custody of another jurisdiction who has active detainers from jurisdictions other than that to which the inmate is being released, the records officers shall complete Inmate Clearance Form **[Attachment H]**.
 - a. If the KDOC Transportation Unit is assisting in the transportation of an inmate who is being transferred to the custody of another jurisdiction, the transportation officer shall ensure that the Inmate Clearance Form (**Attachment H**) is signed and returned to the appropriate Records Officer.
- E. Inmates released to out-of-state detainers shall be required to sign the appropriate Extradition Waivers as currently promulgated by the office of the Governor's attorney for pardons and extraditions.
- F. Except as indicated in Section 1. below, an inmate released to a detainer shall not be eligible for cash gratuity.
 - 1. If an inmate paroled or released to a detainer is subsequently released from that and all other detainers within 30-days from release from prison, the inmate shall be eligible for cash gratuity pursuant to procedures in IMPP 04-105.
- G. Subsequent to an escape, notification shall be made to the jurisdictions(s) lodging the detainer (s).
 - 1. This notification shall be carried out in concert with all applicable provisions of IMPP 01-113, IMPP 19-101, as well as Facility Emergency Plans governing Escapes.
 - 2. Once notification has taken place, the pending detainers shall be closed in TOADS. Information should be documented in the Notes section of the detainer screen.

VI. Mandatory Disposition of Warrants and Detainers

- A. Notification of an inmate's opportunity to file a request for a final disposition of any untried felony or misdemeanor indictment, information or complaint shall be made at the time that the inmate is served with a detainer.
 - 1. Such requests for the Mandatory Disposition of in state Detainers shall be processed in accordance with K.S.A. 22-4301.

- a. Municipal detainers and probation or parole violations are excluded from the notification requirements of KSA. 22-4303, but a request for disposition of such a detainer by either the inmate subject or the agency or prosecutor lodging the detainer shall nonetheless be processed as otherwise provided by the relevant statutory provisions
 2. Such requests for the Mandatory Disposition of Detainers for all other states and Federal Detainers shall be processed in accordance with K.S.A. 22-4401.
- B. Efforts should be made to encourage and assist the inmate in the resolution of all other detainers including but not limited to city, municipal, traffic, etc.
1. All efforts should be properly documented in TOADS.
 2. Any request for disposition of a warrant and detainer sent by an offender shall be sent by Certified Mail, Return Receipt Request, addressed to the prosecutor and the court in which the pending charges or warrant is filed, as required by statute, at the offender's expense, except,
 - a. When an offender is indigent as defined by KDOC policy IMPP 12-127.
 - b. If the unit team counselor identifies a significant reason to advance a case plan in consideration of the full financial picture of the offender, where resolution will be consistent with public safety and the offender's reentry and reintegration into society, the Classification Administrator can approve an exception, and the facility can pay the cost.
- C In the event that the Writ was filed and the time frames have expired with no response from the agency receiving the request, the facility detainer clerk will forward, by US mail, a request for Order Cancelling State Detainer which requests review and consideration of possible dismissal of the information and arrest warrant. **[Attachment I]**
1. Unless and until an order canceling the detainer, or a written notice or request to withdraw or cancel the detainer by the prosecutor or agency lodging the detainer is received, the detainer shall remain active and shall be treated accordingly.

VII. Issuing KDOC Notices

- A. Holds
1. In those instances in which an individual in the custody of the Secretary of Corrections is released to court or another jurisdiction and that individual owes time remaining on the prison part of his or her sentence, a KDOC hold shall be placed on the inmate using the following:
 - a. A letter to the holding agency which includes the inmate's name, KDOC number, the name of the facility requesting the KDOC hold, and any other active cases, **[Attachment J]**; and,
 - b. Indication of the request for a KDOC holds on the Body Receipt to the effect that "the facility records department shall be notified prior to the inmate's release".
- B. Notifications

1. In those cases when only a notification is required in order to assume/resume supervision, a letter advising the receiving jurisdiction to notify the KDOC upon the inmate's release from custody shall be sent to the holding agency.

VIII. Issuing KDOC Notices on Sexually Violent Offenders

- A. Upon receiving notification from the Attorney General's office that a petition will be filed on an inmate under the provisions of the Sex Predator Commitment Act the Administrator or designee shall notify the classification administrator or designee at the facility housing the offender, by e-mail.
- B. The classification administrator or designee shall forward the notification to the facility detainer clerk or designee.

IX. In Absentia Cases

- A. Except as provided in Section F below, upon notification that there may be an offender sentenced to the Secretary of Corrections who is serving a concurrent or consecutive sentence in another state or in a Federal prison, the Corrections Counselor II assigned to the Centralized Sentence Computation Unit shall:
 1. Confirm the information;
 2. Request two copies of Certified Journal Order of Sentencing and supporting documentation from the appropriate Clerk of Court;
 3. Confirm the current location of the offender and his or her registration number;
 4. Request the projected release dates from the jurisdiction in which the inmate offender is being housed;
 5. Enter sentencing data from the Journal Entry of Sentencing and create the necessary OMIS records;
 6. Create and compute the Good Time Log (concurrent sentences only); and,
 7. Establish an *inabsentia* file.
- B. At the time the OMIS records are established, the CCII assigned to the Centralized Sentence Computation Unit or designee shall:
 1. Ensure that the consecutive sentence "Release Notification" [**Attachment K**] or the concurrent sentence "Detainer Notice Letter" [**Attachment L**] is mailed to the jurisdiction in which the inabsentia offender is being housed.
 - a. The notice shall be sent certified mail, return receipt requested.
 - b. Or, sent via electronic mail with confirmation requested.
 2. No less than 20 days prior to release on the Kansas sentence:
 - a. Secure the number of the inmate and the latest date of release on the Kansas sentence and verify that the inmate is still in custody;
 - b. Request the Kansas Parole Board to issue a release certificate.
 3. No less than 15 days prior to release:

- a. Forward the release certificate and materials to the jurisdiction in which the offender is in custody.
 - (1) Include a cover letter stating the date that the inmate will satisfy the prison portion of his or her Kansas sentence, and advising the officials of the confinement jurisdiction that the department has issued a "Notification Request" [Attachment K] from the Kansas Department of Corrections Interstate Compact Coordinator or designee.
 - b. Via e-mail, advise the Department's Deputy Compact Administrator or designee for Parole the name, location and registration number of the offender.
4. Conduct an annual review of the status of all inabsentia inmates.
- C. The Deputy Compact Administrator or designee for Parole shall submit to the Kansas Parole Board, not more than 30 days prior to the date of the scheduled discharge on the Kansas sentence, a request for the issuance of a Certificate of Discharge.
 - D. The CCII assigned to the Centralized Sentence Computation Unit or designee shall notify the KDOC Transportation Coordinator to schedule for admission and transfer of in absentia offenders scheduled for release from another state that still have time remaining on the prison portion of their Kansas sentence.
 - E. The Deputy Compact Administrator or designee for Parole shall track the supervision of in absentia offenders released from another state that have served the prison portion of their Kansas sentence.
 - F. Upon notification that there may be an offender sentenced to the Secretary of Corrections who is serving a concurrent sentence in another state or in a Federal prison who has reached the latest release date on the prison portion of the Kansas sentence, the Corrections Counselor II assigned to the Centralized Sentence Computation Unit or designee shall:
 1. Create an *inabsentia* record and,
 2. Request a release Certificate of Release from the Kansas Parole Board; and,
 3. Complete procedures outlined in Section B3 above.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are considered to be compliant with all applicable Federal statutes and/or regulatory requirements. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None

REFERENCES

K.S.A. 22-4301; K.S.A. 22-4401; K.S.A. 22-4605

ATTACHMENTS

- Attachment A – Offender History Interview Guide, 2 pages
- Attachment B – Jurisdictional Warrant and Detainer Inquiry, 1 page
- Attachment C – Notification of a Warrant and Detainer, 1 page
- Attachment D – Inquiry for Warrants and Detainers [6 Months Notification Language], 1 page
- Attachment E – Inquiry for Warrants and Detainers [2 Week Notification Language], 1 page
- Attachment F – Withdrawal & Cancellation Notice, 1 page
- Attachment G – Detainer Action Letter, 1 page
- Attachment H – Inmate Clearance Form, 1 page
- Attachment I - Request for Order Cancelling State Detainer, 1 page
- Attachment J – Detainer [KDOC Hold], 1 page
- Attachment K – Release Notification, 1 page
- Attachment L – Notification Request, 1 page

Kansas Department of Corrections
Offender History Interview Guide

As a part of our ongoing process to improve your opportunities for success upon release from the Kansas Department of Corrections (KDOC) we are collecting the following information. This will help you and KDOC staff identify resources that may be available to assist you as well as possible barriers to your release. If barriers such as warrants or detainers are identified we will assist you in contacting those jurisdictions and in developing a plan to resolve the detainer so that you will be able to develop a release plan that offers you the best opportunity for success.

Name _____ KDOC # _____ Date _____

Where did you live at time of your arrest on current charges?

Street	City	State	Zip code
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What did you consider your home address at time of admission to the Kansas Department of Corrections?

Street	City	State	Zip code
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For the ten (10) years prior to this incarceration please list the addresses where you lived. If you do not recall the complete address please indicate city and state.

Street	City	State	Zip code
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Street	City	State	Zip code
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Street	City	State	Zip code
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Street	City	State	Zip code
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Street	City	State	Zip code
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Street	City	State	Zip code
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Reflecting back over the last 10 year period please list those Cities and States in which you have traveled and have had Law Enforcement contact in which you *may* still have pending traffic charges, unpaid ticket(s) or fines and court costs owing.

Are you aware of any law enforcement agency that may be investigating you on any further charges or any jurisdiction that may be holding charges on you that have not been filed yet? If so – please list:



Mark Parkinson, Governor
Roger Werholtz, Secretary

www.doc.ks.gov

Jurisdictional Warrant and Detainer Inquiry

To: _____
(Address)

Date: / /

Re: _____ KDOC # _____
DOB: / / SSN: - -
Known Alias: _____

Attn: _____:

I am currently incarcerated in a Kansas Department of Corrections Facility. Prior to my incarceration, I had contact with Law Enforcement Officers in your area. I am uncertain if there are any warrants or warrants for me with your agency or surrounding jurisdictions.

I am requesting notification from your agency of any outstanding warrants or warrants you may have for me at this time.

To address risk factors that may lead to future criminal behavior, the Kansas Department of Corrections needs to establish a case plan that includes reentry services. Warrants that are identified early in the incarceration can be addressed as part of my case plan. Restitution and/or court costs payment plans can be developed to satisfy those issues related to detainers prior to my release.

Detainers that will require me to serve a sentence in a local jurisdiction can also be addressed or included in the case plan. The KDOC can help me develop a release plan prior to transfer to the local jurisdiction that includes appropriate housing, transportation, and employment. Plans that include these three factors contribute to public safety by reducing the likelihood of criminal behavior.

Your assistance with this process will help your agencies, the Kansas Department of Corrections, your community and myself, work together for the common goal of safer communities,

Please provide the status of any warrant or warrant and/or any pending charges to me through the following KDOC Detainer Clerk:

Name
Facility
Address
City, Kansas Zip Code

Thank you for your time and attention in this matter.

Signed: _____ Staff Reviewer: _____

KANSAS DEPARTMENT OF CORRECTIONS

Notification of a Warrant and Detainer

DATE: _____

NAME: _____

KDOC NUMBER: _____

HOLD ORDER REQUESTED FROM:

County/Sheriff Name

Address

Warrant/Case Number

Crime/Violation

_____ FELONY

_____ MISDEMEANOR

_____ NOTIFICATION ONLY

_____ JUDGMENT (Journal entry or order of sentencing)

_____ SEXUALLY VIOLENT PREDATOR CIVIL COMMITMENT DETAINER

_____ UNITED STATES MARSHAL'S SERVICE

_____ UNITED STATES IMMIGRATION AND CUSTOMS ENFORCEMENT

Inmate's Signature and Number Acknowledging Receipt

Signature of Staff as Witness/Date

(You have the right to request disposition of any untried criminal indictment, information or complaint filed against you in any district court in this state pursuant to KSA 22-4301. You have the right to request disposition of any untried criminal indictment, information or complaint filed against you in any other state or with the Federal Court pursuant to KSA 22-4401).

Distribution: Unit Team
 Inmate
 Originating Authority
 L-4 Imaging(Master File)

Inquiry for Warrants and Detainers

The Kansas Department of Corrections is in the release planning phase with the following inmate[s]. Part of release planning is identifying and resolving barriers which directly affect the plan and the successful reintegration into our communities. Please advise this facility immediately whether your agency has any warrants/wants or detainers for this [these] inmate[s] by contacting _____ at the _____ Correctional Facility, telephone number _____. Warrants/wants and detainers may also be FAXED to _____.

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____

Facility operator: _____

Databases queried:

NCIC Wanted File:	Date queried _____
NCIC Triple I:	Date queried _____
KCJIS ALLL:	Date queried _____
KS Wanted File :	Date queried _____
NLETS ALLL:	
Missouri	Date queried _____
Colorado	Date queried _____
Nebraska	Date queried _____
Oklahoma	Date queried _____
Other State(s) with arrests/convictions:	_____
Others:	Date queried _____
	Date queried _____

Inquiry for Warrants and Detainers

The Kansas Department of Corrections will be releasing the following inmate(s). Please advise this facility immediately, but in no case later than two weeks prior to the scheduled release date as to whether your agency has any warrants/wants or detainers for this [these] inmate[s] by contacting _____ at the _____ Correctional Facility, telephone number _____. Warrants/wants and detainers may also be FAXED to _____.

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____ Date of Scheduled release: _____

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____ Date of Scheduled release: _____

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____ Date of Scheduled release: _____

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____ Date of Scheduled release: _____

Inmate Name: _____ KDOC Reg. No. _____ FBI No. _____
KS. Bureau of Inv. No. _____ Sex: _____ Race: _____ Date of Birth: _____
Social Security No. _____ Date of Scheduled release: _____

Facility operator: _____

Databases queried:

NCIC Wanted File:	Date queried _____
NCIC Triple I:	Date queried _____
KCJIS ALLL:	Date queried _____
KS Wanted File :	Date queried _____
NLETS ALLL:	
Missouri	Date queried _____
Colorado	Date queried _____
Nebraska	Date queried _____
Oklahoma	Date queried _____

Other State(s) with arrests/convictions: _____

Others: _____ Date queried _____
 _____ Date queried _____

Withdraw and Cancellation Notice

DATE: _____

NAME: _____ KDOC NUMBER: _____

HOLD ORDER REQUESTED BY:

County/Sheriff Name

Address

FELONY

MISDEMEANOR

NOTIFICATION ONLY

JUDGMENT

SEXUALLY VIOLENT PREDATOR CIVIL COMMITMENT DETAINER

UNITED STATES MARSHAL'S SERVICE

UNITED STATES IMMIGRATION AND CUSTOMS ENFORCEMENT

CANCELLATION DUE TO:

Records Staff Signature

Distribution: Inmate

L-4 Imaging

DETAINDER ACTION LETTER
KANSAS DEPARTMENT OF CORRECTIONS

To: (Jurisdiction)

From: (Facility)
Telephone #
Fax #

RE: Case/Docket #
Inmate's Name
KDOC #
DOB/RACE/SEX
Aliases:

Other Identifiers:

The below checked paragraph relates to the above named inmate:

This office is in receipt of the following report: _____. Will you please investigate this report and advise what disposition, if any, has been made of the case. If subject is wanted by your department and you wish a detainer placed, it will be necessary for you to forward a certified copy of your warrant to us along with a cover letter stating your desire to have it lodged as a detainer. If you have no further interest in the subject, please forward a letter indicating so.

A detainer has been filed against this subject in your favor charging _____. Release is scheduled for _____, however, we will notify you no later than 30 days prior to actual release. To check on an inmate's location/status, please check our KASPER website at www.state.ks.us.

Enclosed is your detainer warrant. Your detainer against the above named has been removed in compliance with your request.

Your detainer warrant has been removed on the basis of the attached _____. Notify this office immediately if you do not concur with this action.

Request any known fine, court costs and restitution.

Other:

Respectfully,

(Name)
(Position)

Original – Addressee, Copy – Imaging L-4, Copy - Inmate

INMATE CLEARANCE FORM

NAME: _____, _____ **NUMBER:** _____ **CH:** _____ **CUSTODY:** _____

Shall be released to the custody of the _____ purpose

Of _____ on _____ at _____ destination of _____

Detainer by KDOC for sentence in cases: _____
(current/consecutive) KDOC sentences)

Active detainer from other jurisdiction: _____

If the inmate is released from the custody of the Secretary of Corrections for less than all of the KDOC sentences identified above, the inmate must be detained and returned to the Department of Corrections. If there are no KDOC sentences remaining, and there is a detainer(s) from another jurisdiction as identified above, the inmate must be detained for that jurisdiction.

Approved by: _____
Records Clerk Major/Deputy Warden - Operations

BODY RECEIPT

Received into my custody on this day _____ the above inmate from the Warden at _____ CORRECTIONAL FACILITY and also received the sum of \$_____ personal funds of the above named inmate because of the following reasons: For release to court. The inmate is to remain in the custody of the SHERIFF OF _____ at all times, and is to be returned to the Department of Corrections or other jurisdiction as provided above upon completion of the court proceedings. Please notify this facility of final disposition of this case if not returned. (ESCAPE FLYER ATTACHED)

Signature: _____ Title: _____

County: _____ State: _____

(This inmate's custody may be impacted by his or her behavior while in your custody or by court actions that result in new charges or disposition of existing charges or convictions. Please advise KDOC staff of any inappropriate behavior by this individual while in your custody and/or any new charges or dispositions).

Request for Order Cancelling State Detainer



Mark Parkinson, Governor
Roger Werholtz, Secretary

www.doc.ks.gov

The Honorable Judge
County District Court
County Court House
, Kansas

January 6, 2011

RE: Inmate ; KDOC #
Warrant #

Judge ,

presently has warrant # outstanding in . On , Inmate filed a 180 day disposition of detainer with the Court Clerks office in , County, as entitled to him/her under the Uniform Mandatory Disposition of Detainers Act. To date, the Kansas Department of Corrections or Inmate , have not received a response to that filing.

At this time we are forwarding a copy of that request along with the stamped certified receipt. Due to the fact that more than 180 days have passed since date of receipt of that notice by the court and prosecutor, with no indication that a trial was scheduled within that time frame or that a trial has been scheduled and then continued, for the purpose of appropriate classification and release planning for this inmate, the Department respectfully requests your review and consideration of possible dismissal of the information and arrest warrant. Should Your Honor decide to grant this request, then the Department respectfully requests a copy of the order of dismissal be forwarded to our office at the address indicated below.

Your time and assistance in this matter are greatly appreciated. If you have any questions, please do not hesitate to contact me at; .

Respectfully,

Records Office
Correctional Facility
PO Box
, Kansas

cc: Ass't DA/CA
Defense Counsel (if any)
Inmate
Records



Mark Parkinson, Governor
Roger Werholtz, Secretary

www.doc.ks.gov

DETAINER

DATE: (mo., day, year)

ADDRESS: (Address of the correctional facility currently housing the inmate).

ATTENTION: (Detainer/Records Adm.)

RE: **Name:** (name of Offender)
 KDOC: (XXXXXX)
 YOUR: (XXXXXX)

This facility has received from _____ County District Court, in (City) , Kansas, Kansas Journal Entries for Case(s) _____, sentencing the above offender to the custody of the Kansas Department of Corrections. The conviction(s) is/are for _____. The term is ____ months, and is to run consecutive to your term. We are enclosing a copy of the Journal Entry of Judgment and a copy of our Inmate Data Summary.

Please place a judgment detainer hold against the above offender in our favor and notify us when he/she is to be released. If this offender is transferred from your facility please forward this request with the offender and notify us of the new location.

Please send us a copy of the following: Sentence Data Summary; Classification Review; Photo; and Identifying Descriptors.

If you have further questions, please contact me at (913) 727-3235 Ext. 7363.

Sincerely,

[Name of Staff Member]

Enclosure(s)

DEPARTMENT OF CORRECTIONS

900 S.W. Jackson Street, 4th Floor • Topeka, Kansas 66612-1284 • Tel: (785) 296-3317 • Fax: (785) 296-0014



Mark Parkinson, Governor
Roger Werholtz, Secretary

www.doc.ks.gov

Release Notification

DATE

FACILITY

ATTN: Records Department

ADDRESS

CITY, STATE, ZIP

RE: INMATE, KDOC #xxxxxxx (Federal #xxxxxxx)

The above referenced inmate has been serving an xx-month Kansas sentence at your facility under the Interstate Agreement on Detainers. On DATE, inmate LAST NAME reached the earliest release date on this sentence. Attached, please find four copies of LAST NAME's Certificate of Post-Release Supervision from the Kansas Parole Board. Please direct appropriate staff to instruct LAST NAME to sign and date all four copies. Please also ask that staff witness his signature. One copy is intended for your record, one copy is included for the inmate, and I am requesting that the two remaining copies be returned to my attention at the address reflected on this letterhead. Also please **withdraw and return our warrant** issued by the KDOC on **DATE**.

As inmate LAST NAME may be on supervised release until his maximum sentence discharge date of DATE, I am also asking that you contact the following office should LAST NAME be released from your jurisdiction prior to that date.

Kansas Department of Corrections
Attn: Interstate Compact Office
Landon State Office Building
900 SW Jackson, 6th Floor
Topeka, Kansas 66612
Phone: 785-368-6330 Fax: 785/296-0759

Thank you for your assistance in this matter. If you have any questions concerning this request, please feel free to call me at 785/296-3837 or contact me via e-mail at: _____@doc.ks.gov-

Sincerely,

Staff Member
Corrections Counselor II
Sentence Computation Unit
CC: Interstate Compact Office
In Absentia File

DEPARTMENT OF CORRECTIONS

900 S.W. Jackson Street, 4th Floor • Topeka, Kansas 66612-1284 • Tel: (785) 296-3317 • Fax: (785) 296-0014



Mark Parkinson, Governor
Roger Werholtz, Secretary

www.doc.ks.gov

NOTIFICATION REQUEST

DATE: (mo., day, year)

TO: Address of the correctional facility
currently housing the inmate)

ATTENTION: (Detainer/Records Administrator)

RE: **Name:** (name of offender)
 KDOC#: (XXXXXX)
 YOUR#: (XXXXXX)
 DOB: (XX-XX-XX)
 SSN: (XXX-XX-XXXX)

To whom it may Concern:

The above referenced offender was released from a Kansas Department of Corrections facility on (date). We understand that the offender has been committed to your institution.

The above Kansas offender's sentence continues to run, so it is necessary for you to send us reports while he or she is in your custody. It is requested that you mark in your records to provide us with notification sixty days prior to the offender's tentative release date to arrange for their Kansas supervision. At that time, we request information pertaining to the offender's proposed residence, employment plans and the name of the supervising officer if the offender will have supervision requirements in your state.

This is a request for notification only and should NOT be considered a detainer.

Sincerely:

Name of Staff Member
Kansas Interstate Compact
PHONE#: 785-296-4706
FAX: 785-296-0759

DEPARTMENT OF CORRECTIONS

900 S.W. Jackson Street, 4th Floor • Topeka, Kansas 66612-1284 • Tel: (785) 296-3317 • Fax: (785) 296-0014